FCK User Manual

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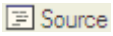
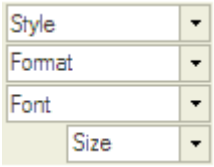
1. Quick Reference

In this section you can have a quick overview about all functions available in the default FCKeditor toolbar.

Common Toolbar Functions

Toolbar Element	Function
	View or edit the document source code (for advanced users). See Source Editor.
	Removes all contentes, creating a new blank page.
	Saves the page you were editing.
	Preview what the HTML page will look like for users.
	Select a layout template.
	Cut the highlighted text to the clipboard.
	Copy the highlighted text to the clipboard.
	Paste the data copied to the clipboard (with or without formatting).
	Paste content copied from Microsoft Word or similar applications. Se
	Print the current document.
	Spell check the text in the document.
	Undo or redo the most recent action taken..
	Find a word or phrase within the document..
	Find and replace a word or phrase within the document..
	Select the entire text in the document.
	Remove the formatting from the highlighted text.
	Applies **bold**, *italic*, underscore or ~~strikethrough~~ formatting to the highlighted text..
	Superscript or subscript the highlighted text.
	Creates numbered or bulleted lists..
	Increase or decrease the text indentation.
	Format a block of text to identify quotations (text provenient from

	other sources).
	Sets the text alignment (left, centered, right or justified).
	Converts or removes the text in hyperlinks. It may also by used to manage file uploads and links to files on the web server..
	Inserts or modifies a link anchor.
	Inserts images into the document..
	Inserts a Adobe Flash element into the page.
	Creates a table with the defined number of columns and rows.
	Inserts a divider line (horizontal rule).
	Inserts an emoticons image (smiley faces, email icon, lightbulb, etc.).
	Inserts symbols & special characters (accented characters, trademark, currency symbol, etc.).
	Inserts a printing page break. Only impacts printed version.
	Styles & formatting determine the appearance and semantic value of you document. You may use the drop down boxes to apply styles, set the font, its size, etc. To remove the applied style select the style name again..
	Changes the color of the text..
	Changes the background color of the text..
	Maximizes the editor size inside the browser.
	Shows where the block elements boundaries in the text.
	Shows information about the FCKeditor.

Form Functions

Toolbar Element	Function
	Creates a new form block into the page.
	Inserts a checkbox to the page.
	Inserts a radio button to the page.
	Inserts a text field into the page.
	Inserts a multi-line text area into the page.
	Inserts a selection field into the page.
	Inserts a form button into the page.
	Inserts an image into the page, which behaves much like form button used to submit forms. Do not use it to insert plain images into the document.
	Inserts a hidden field into the page.

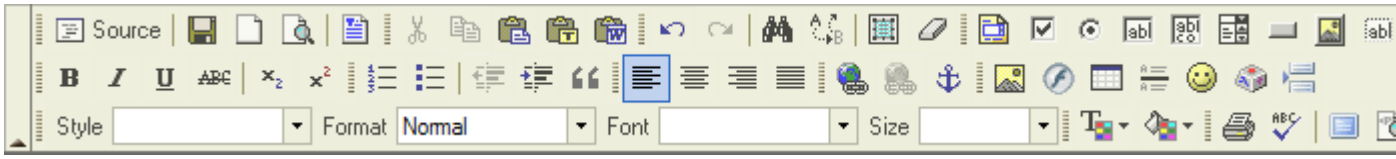
2. Interface

FCKeditor provides a clean and simple user interface which should be familiar to users who worked on common desktop text editors like.Microsoft Word or Open Office. It consists of four distinct elements:

- **Toolbar** - the area at the top of the editor, which contains many different buttons. You will use these buttons to activate the programs functions.
- **Editing Area** - the area below the toolbar. This is the place where you type your text in.
- **Context Menu** - a menu with functions which appears when you click the right button of the mouse inside the editing area.
- **Dialogs** - small windows that appear when some of the functions are activates, used to provide the necessary information to accomplish that function.

Toolbar

The **Toolbar** is the area in FCKeditor where you can activate most of the editor features. Each button in the toolbar access a different function. There are simple functions for basic text formatting and more advanced features like creation of links and tables.



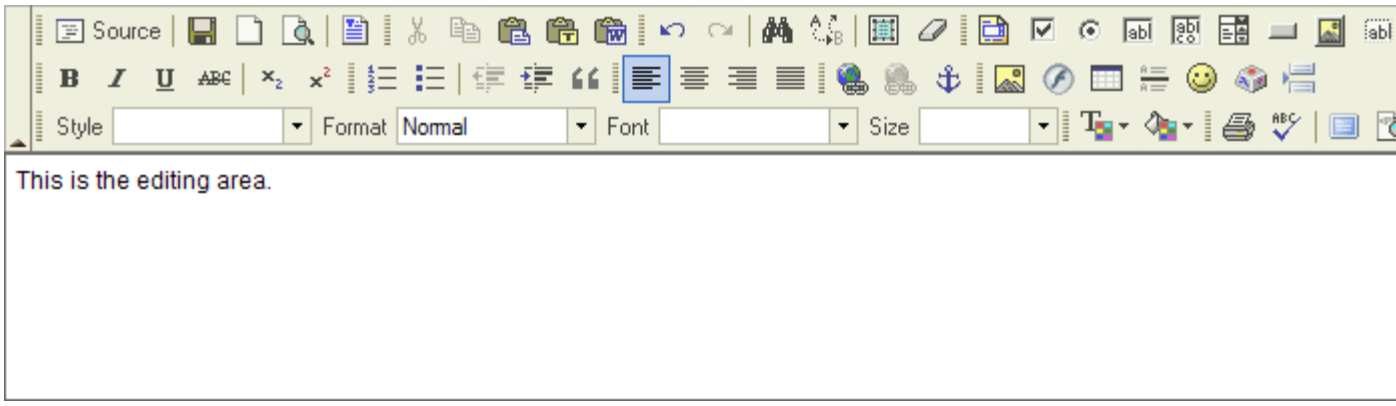
The FCKeditor Toolbar

To use the **buttons** in the toolbar you must move your mouse pointer over the button. The button will highlight and a message with the information about the button function will appear. Click on the button to execute its function. With more experience you will have full control over all FCKeditor features and you won't have to read the discription of the buttons. You will just use them intuitively.

Besides the toolbars buttons there are also toolbar **combos** (drop down boxes). The combos are the white areas with a litlle arrow on its side. They can be easily accessed by clicking on the white area or the little arrow. Once clicked the menu will expand so you can chooso from one of its available options. To execute one of them, simply click on it.

Editing Area

The **Editing Area** is the space where you will type in your text and format your document.



The FCKeditor Editing Area

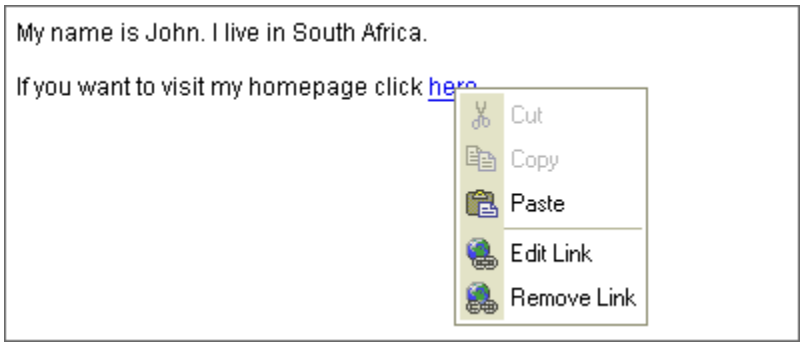
If your document will be longer than the available space in the Editing Area, an **scrollbar** will appear. The scrollbar will allow you to go up and down through your text. You may also move inside the text by using your keyboard keys, for example PAGE UP, PAGE DOWN, HOME, END and ARROW KEYS.

Another important function while editing is the **text selection** (text highlight). To select the text, press your mouse left button, hold it and go to the direction you want to highlight the text. Just release the button and the text will remain selected.

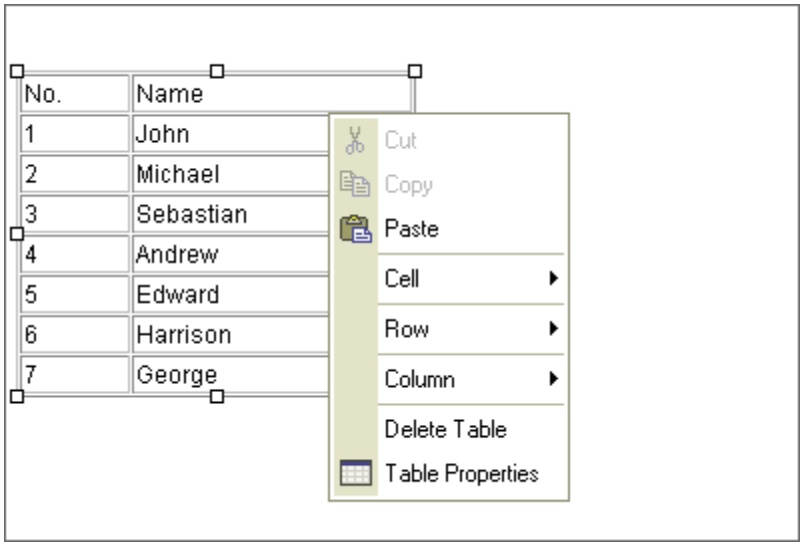
Context Menu

Once you start working with text, the **context menu** becomes very useful. It's a menu which will appear when you click the right button of your mouse anywhere inside the editing area or on an existing object.

Example:



As it names indicates the menu is **context sensitive**, which means that the available items depend on the place you click. For example, the following options may appear if you click inside a table:



It's enough to click the menu item to execute its function. Some of the functions maybe disabled. For example, the cut and copy options will be disabled if there is no text highlighted.

3. Common Tasks

In this section you will find most of the common tasks used in FCKeditor. The instruction how to use them will guide you step by step so your word processing will be easier.

You can access all the common tasks specification from this page as well as from the main page

- Text Formatting
- Templates
- Creating Lists
- Links, E-Mails and Anchors
- Inserting Images
- Tables
- Cut, Copy and Paste

Text Formatting

Text formatting determines how your text will look in your document. Making your text look better is very easy using the FCKeditor. We will start the guide through the text formatting with bold, italic, underlined fonts.

Contents

- 1 Bold, Italic, Underlined and Strike-through
- 2 Styles
- 3 Text Alignment
- 4 Paragraph (Block) Format
- 5 Fonts
- 6 Text Size
- 7 Colors
- 8 Subscript and Superscript

Bold, Italic, Underlined and Strike-through

You may also arrange the way you font looks like by choosing whether the font should be bold, italic, underlined or stroked through.

- To make your font bold press the **B** on the toolbar.
- If you want it to be italic press the *I* on the toolbar .
- For underlined press the U on the toolbar.
- And finally to strike a line through the text press ABC on the toolbar.

Example:

This is a text written using the bold font.

This is a text written using the italic font.

This is a text written using the underlined font.

~~This is a text written using the stroked through font.~~

If you choose any of this options you will learn that the button on the toolbar will highlight. If you want to disable the function press its button again. Of course you can mix these options as much as you want.

Example:

You can have a bold italic text: ***Hello User***

An underlined stroked through text: ~~Hello User.~~

A bold underlined text: **Hello User.**

Notice that if you don't switch the underline option off the underline will go between your blanks.

Example:

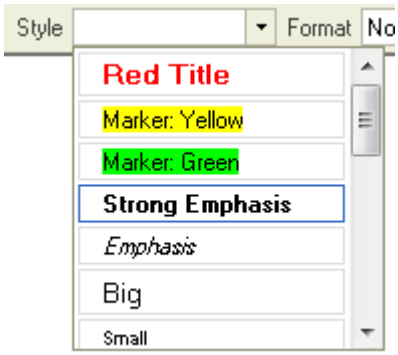
The gaps between words don't disappear when you use the underlined font.

The same thing happens when you use the strike through function.

Styles

It is quite easy to make your text looking ugly or difficult to read by making lots of different formatting on it. Styles help on making all formatting uniform in the text. Each style option contains a predefined combination of formatting features, which have been defined by the web site developer. Be sure you have been instructed on how to properly use each of the available styles.

Styles are also a way to combine all the formatting function described in this page. They give you fast access to the common used text formats. For example: you don't have to change the font, its color, its background, its size. You simply peak a style you prefer from the Style menu and start typing.



It is the best way to change the text look.

Example:

```
This is a Computer Code style.

This is a Marker:Yellow style.

This is a deleted text style.
```

Text Alignment

A paragraph of text can have its lines aligned to either of the sides of the document, as well as centering on it. You may also force the lines to take the entire space available in the document (like aligning to both sides at the same time).

To align your text at the left side of the editing area, press the button on the toolbar.

Example:

Hello user! This is a text written using the left alignment.

As you may see the typing begins from the left.

If you want instead to have the text aligned at the right side of the editing area, just press the button on the toolbar.

Example:

Hello User.

This is a text written with the usage of the right alignment.

As you may see if you begin to type the cursor is situated in the right side of the editing area so your text will appear on the right as well.

In order to align your text at the center of the document, press the on your toolbar.

Example:

Hello User.

This is a text written with the usage of the center alignment.

As you may see if you begin to type the cursor is situated in the middle of the editing area so your text will appear in the middle as well.

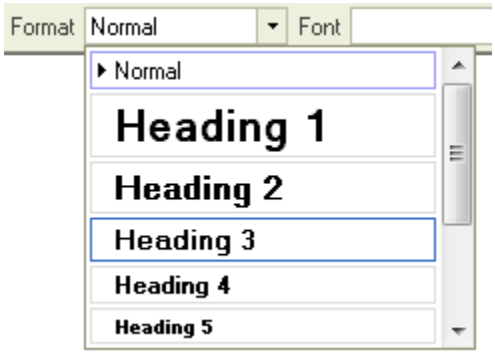
The last option is the block alignment. If you want to activate it press on the toolbar. This function is much similar to the left alignment. You also begin typing from the left side of the screen. The difference instead can be noted when writing several lines of text. Each one will have the same length even though they don't have to have the same amount of words or letters. The lines will just expand and the text will be equally long so that the lines will end in the same place.

Example:

Hello User! This is a text written using the block alignmnet. As you may see every line is equally long. The text fills out the editing area in the same way in every line.

Paragraph (Block) Format

Another very important function which you will probably use in your text is the Format menu in the toolbar:



A format is used for organizing your text and to distinguish different parts of your text. For example if you want to start a new chapter or to put different categories and subcategories you use the format menu and choose different headings.

Example:

Chapter 1

Section 1

Section 2

Section 3

Chapter 2

Section 1

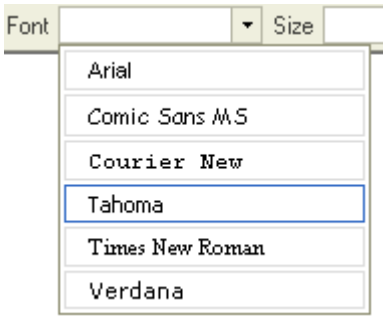
Section 2

Section 3

You can see headings also in this guide. Fonts, Layout and format, Styles are all headings used to divide this document into categories.

Fonts

Fonts are kinds of style of writing. They determine how the letters of your text look like. The most common used fonts are "Times New Roman" and "Arial". They are used in most documents created in the world. You may say that they are very official fonts used in formal documents. If you wish to use a different font you are of course more than welcome to do so. To choose a font you want to type in access the font menu in your toolbar and click on the font you decided to use.



Example:

This is a Comic Sans MS font.

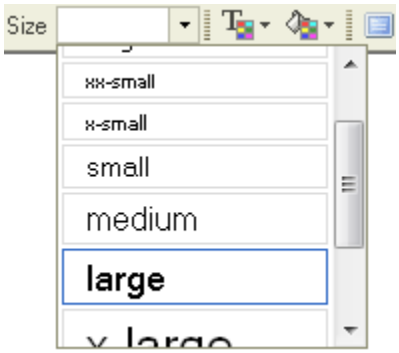
This is a Times New Roman font.

This is a Tahoma font.

We encourage you to avoid overusing this feature. You can easaly produce a document that looks bad or difficult to read. Give preference to the Styles menu instead, which have been preciselly designed by your web side developer.

Text Size

To change you font size open the "Size" menu in the toolbar. There you will find a range of sizes which were defined by your web site developer. To change the size of your font just choose one of the options.



Example:

As you can see you can have a very big variety of sizes.

Colors

The other option to make your text look different is changing the text color or its background color.

If you want to change your text color press the text color button . Several colors will appear in a menu. If you are not satisfied with the colors available in that panel click "**More colors...**".

To choose the color you want to use, just click on it.

Example:

This is a font written in yellow.

This is a font written in red.

This is a font written in blue.

You may also change the text background color using the button. Again you will find a range of colors the same ones as in the text color. Click on the color you want to choose.

Example:

This is a black font with an orange background.

This is a black font with a red background.

You may also mix the colors of your text and the background.

Subscript and Superscript

Subscript and superscript are usually used for mathematical needs. Subscript is a way to put an index to a letter or to a number. The subscript has a smaller font than the normal text. To activate subscript you must press the button on the toolbar.

Example:

$S_1=A_1+A_2+A_3$

$N_{text}=N_{old\ text}+N_{new\ text}$

As you can see you can use either a number in a subscript or a text.

The superscript work in the same way as the subscript but instead of placing the index in the bottom you place it in the top. This function is usually used in mathematical equations to write the "to the power of" function. You can access it from the toolbar using the button

Example:

$S=A^2+B^3+C^4$

$N=N^{exp(x)}+N^{exp(2x)}$

You can also mix these two functions:

Example:

$A=B_1^{e+1}+B_2^{x/2}$

Creating Lists

Creating a list is a very easy and intuitive issue. FCKeditor offers two kinds of lists.

Contents

- 1 Numbered Lists
  - 1.1 Creating
  - 1.2 Properties
- 2 Bulletted Lists
  - 2.1 Creating
  - 2.2 Properties

Numbered Lists

To create and numbered list press on the toolbar. The text which was beside your cursor will automatically gain number one on the list.

Example:

This is my text without the Numbered List.

1. This is my text when I press the Numbered List button.

If you want to set another number below just press **ENTER** and the next number will appear

Example:

1. This is my first line with the list number one. I'm pressing **ENTER** on my keyboard.
2. Now I'm in the second line listed with number two.I'm pressing **ENTER** on my keyboard,
3. Number three etc.

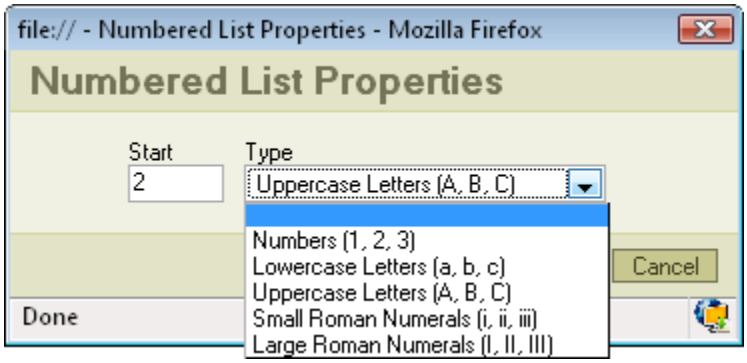
You may also highlight the lines you want to be numbered and than press .

If you want to stop Numbered Listing just press the button again. The function will deactivate.

Properties

If you want to change the list properties press your right mouse button any place inside your list. A context menu will appear:

Choose Numbered list Properties.A popup window called "Umbered List Properties" will appear:



- **Start**: the number which you'll put in to this field will determine from which number your list will stat.
- **Type**: you may choose from several options regarding what type of listing you want to use, for example Large Roman Numerals.

Bulletted Lists

Creating

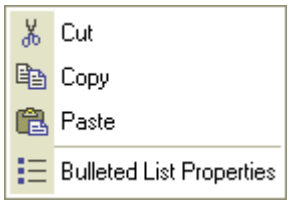
It works exactly like the Numbered List but instead of numbers you have dots. To activate/deactivate this function press .

Example:

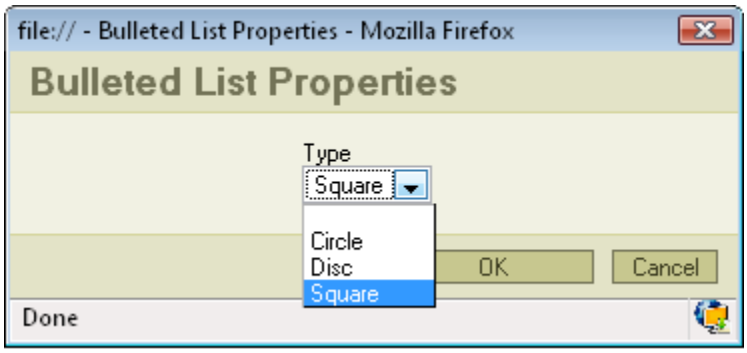
- this is a text written in the first line of the Bulletted List
- this is the second line
- this the third line

Properties

If you want to change the list properties press you right mouse button any place inside your list.A context menu will appear:



Choose Bulleted List Properties. A popup window called "Bulleted List Properties" will appear:



- **Type**: you may select the type of the dots you use in your list.

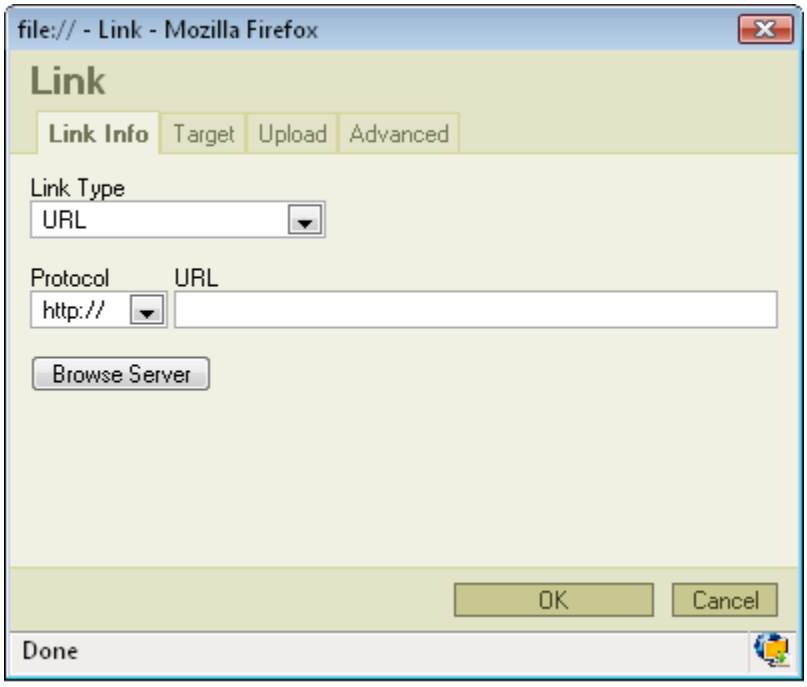
Links, E-Mails and Anchors

Contents

- 1 Links and E-mails
  - 1.1 URL
    - 1.1.1 Link Info
    - 1.1.2 Target
    - 1.1.3 Upload
  - 1.2 Link to anchor in the text
  - 1.3 E-mail
  - 1.4 Advanced options
- 2 Anchors

Links and E-mails

To insert a link to an URL address, anchor or an e.mail press button on the toolbar. A popup window called "Link" will appear.



- **Link Type**: specifies the type of link you want to put in the document. You can choose from "URL", "Link to anchor in the text" or "E-mail". Depending on which option you will choose different options and bookmarks will appear in the window. We will start from the Link Type: URL.

URL

Link Info

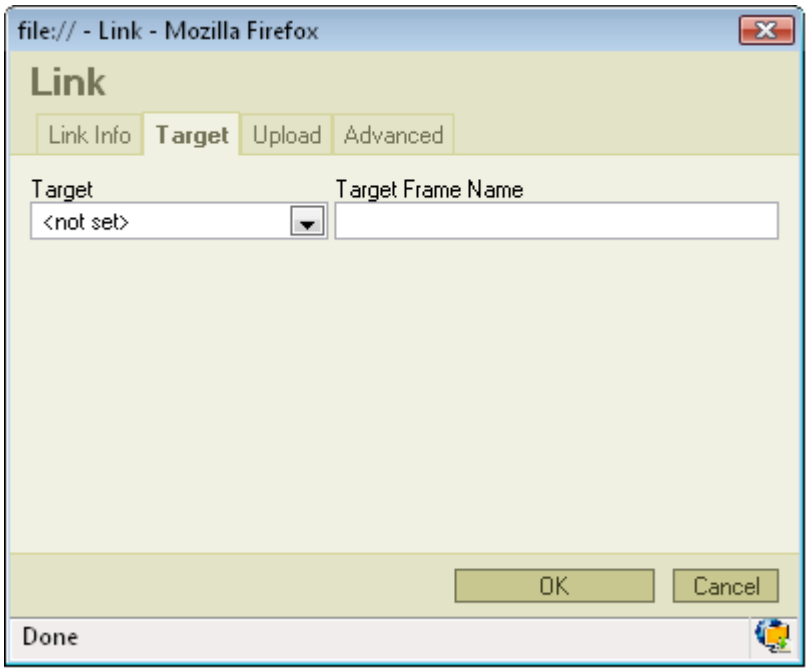
If you chose Link Type: URL the same option as in the above picture will appear.

- **Protocol**: specifies the type of protocol you want to use for your link. You can choose from "http://", "https://","ftp://", "news://" or "<other>".
- **URL**: specifies the address you want your link to refer to.

Press "**OK**" and the link will appear in your document.

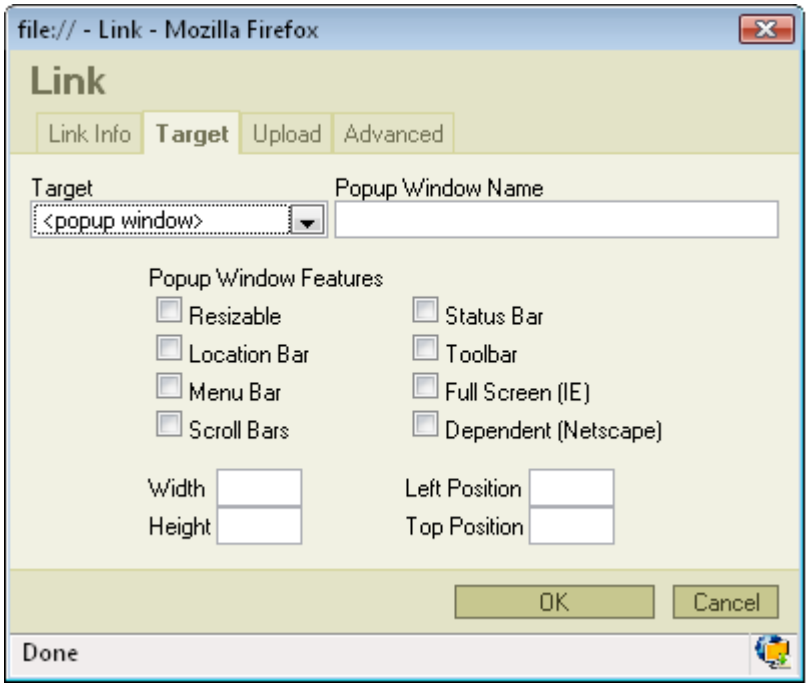
Target

The second bookmark of the window refers to "Target":



- **Target**: set's the target of your link. Specifies in what kind of a window a link will appear. You may choose from "<frame>", "New Window" (_blank), "Topmost Window" (_top), Same Window (_self), Parent Window (_parent).
- **Target Frame Name**: in this window you will find the name of the option you have selected in "Target"

In "Target" you may also choose the <popup window> option. After clicking it you will find that the options in the bookmark have changed:

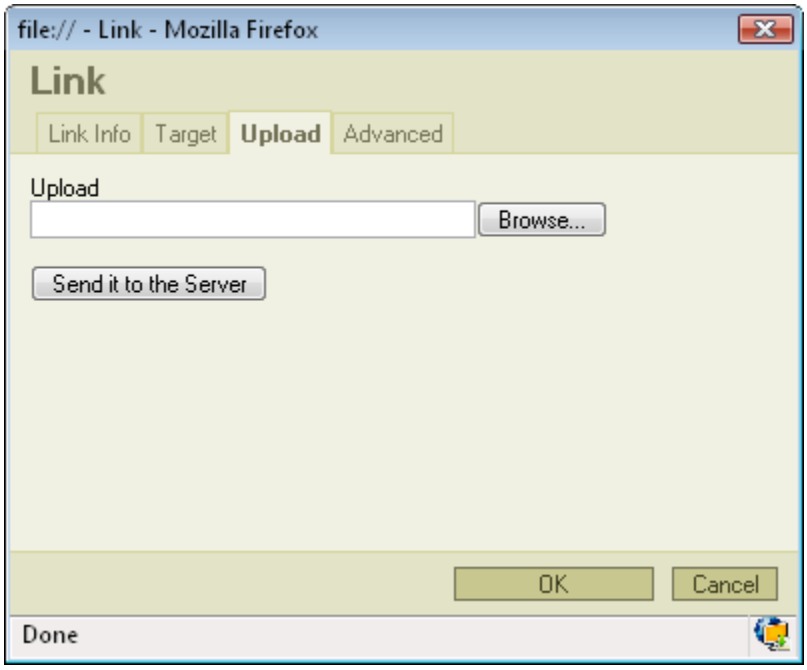


- **Popup Window Name**: specifies the name of your popup window.
- **Popup Window Features**: you can check or uncheck several option regarding to the appearance of the popup window. Some of the options are depending on which browser you're using.
- **Width**: specifies the width of the window the linked address will appear in.
- **Height**: specifies the width of the window the linked address will appear in.
- **Left Position**: sets the horizontal position of the window the linked address will appear in, starting from the left side of your screen.
- **Top Position**: sets the vertical position of the window the linked address will appear in, starting from the top of your screen.

Pressing "**OK**" will insert the link in your document.

Upload

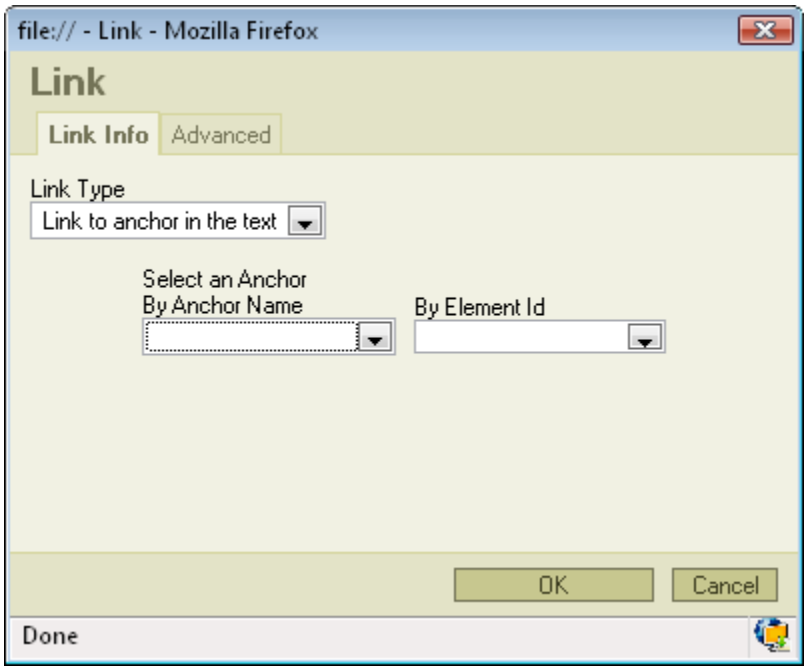
The third bookmark refers to "Upload":



- **Upload**: specifies the location of the file you want to upload. If you don't want to type it manually press "Browse...".
- **Send it to Server**: sends the file you specified in "Upload" to the server.

Link to anchor in the text

If you chose Link Type: Link to anchor in the text new options will appear in the Link Info bookmark.



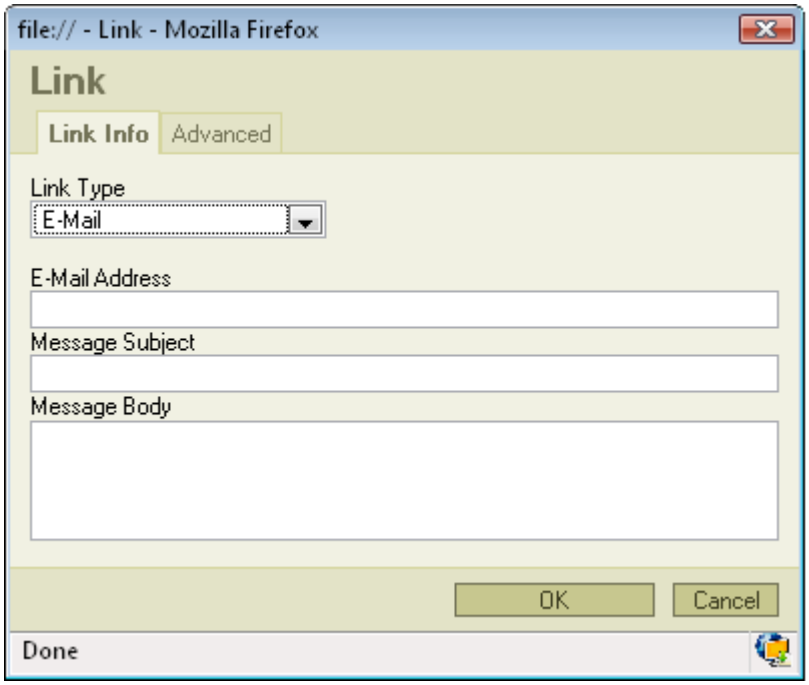
You may select the link to the anchor in two ways.

- **By Anchor Name**: selects the anchor by name you have previously specified in anchor properties.
- **By Element Id**: selects the anchor by Id.

Pressing "**OK**" will insert the link in your document.

E-mail

If you chose Link Type: E-mail new options will appear in the Link Info bookmark:

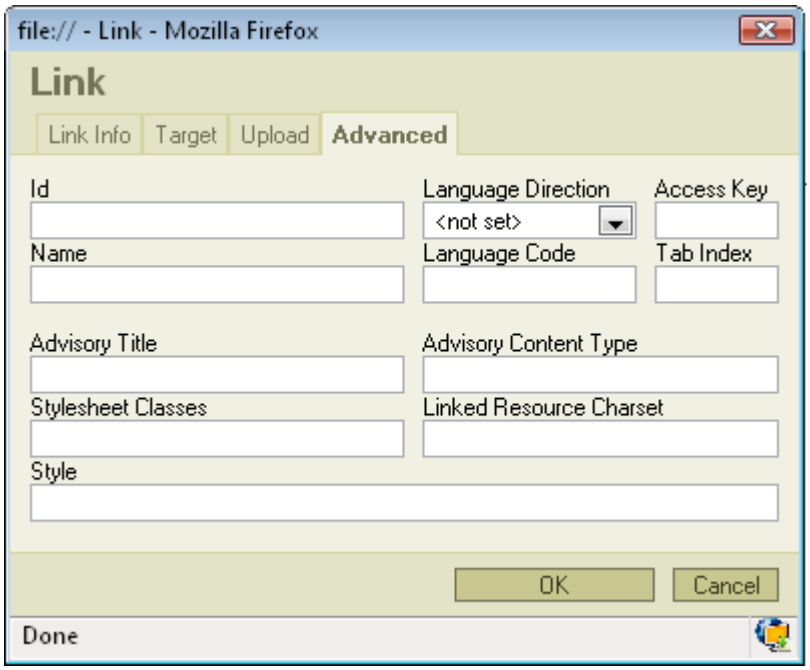


- **E-mail Address**: specifies the e-mail address to which you want the link to refer to.
- **Message Subject**: specifies the subject of the message which will be sent to the e-mail address.
- **Message Body**: specifies the text of the message which will be sent to the e-mail address.

Press "**OK**" to insert the link in your document.

Advanced options

Whatever Link Type you will choose one bookmark will remain the same. It is the last bookmark called "Advanced":



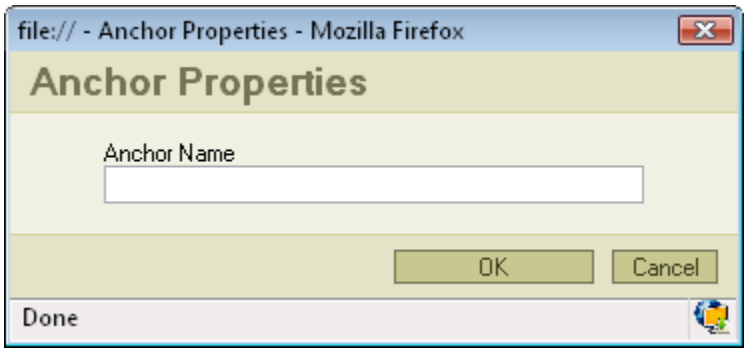
- **Id**: specifies the ID of the link.
- **Language Direction**: sets the language direction from left to right (LTR) or from right to left (RTL).
- **Access Key**: sets up an access key to the link.
- **Name**: specifies the link name.
- **Language Code:** defines the code of the language e.g. en, pt, pt
- **Tab Index**: defines the tab index.
- **Advisory Title**: specifies the description of the target object.
- **Advisory Content Type**: specifies the MIME type of the target object.
- **Stylesheet Classes**: specifies the name of the CSS class.

- **Linked Resource Charset**: specifies the charset of the target object.
- **Style**: defines the style

Press "**OK**" to insert the link.

Anchors

To insert an anchor in the text place your cursor before the text or section you want to the anchor to refer and press button on the toolbar. A popup window called "Anchor Properties" will appear:



- **Anchor Name**: specifies the anchor name. You will be referring to this name while linking to the anchor.

Press "**OK**" and the anchor will appear in your document.

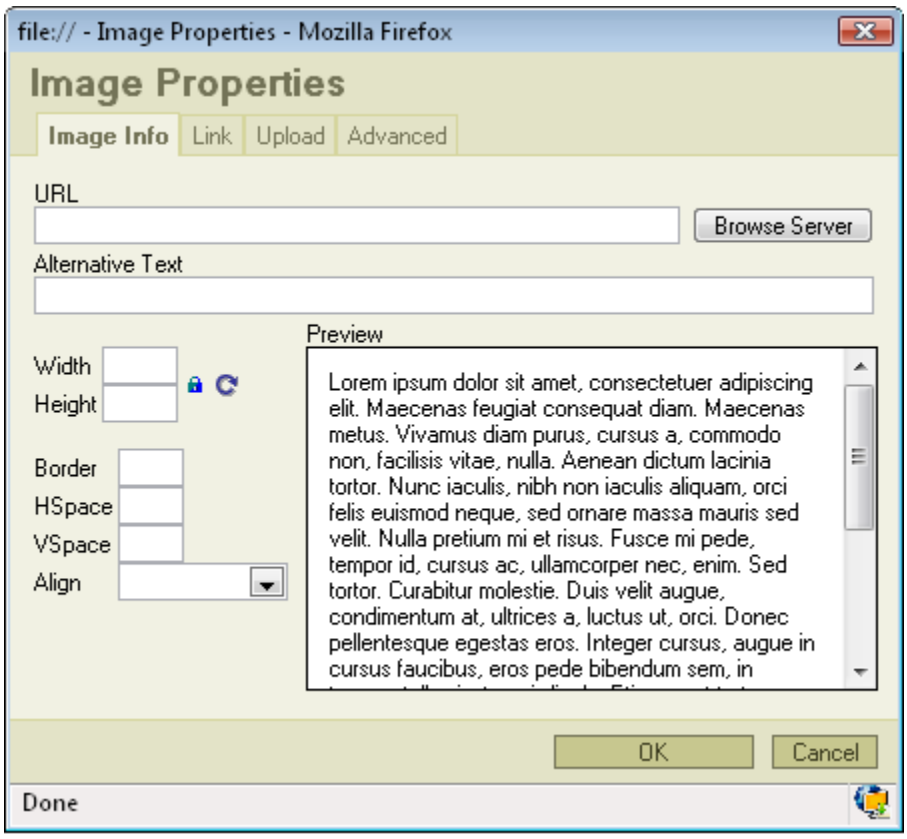
Inserting Images

Inserting Images in FCKeditor is very simple. Just press the button on the toolbar. A popup window called "Image Properties" will appear. It includes four bookmarks:

Contents

- 1 Image Info
- 2 Link
- 3 Upload
- 4 Advanced

Image Info


file:// - Image Properties - Mozilla Firefox
Image Properties
Image Info
Link
Upload
Advanced
URL
Browse Server
Alternative Text
Preview
Width
Height
Border
HSpace
VSpace
Align
Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Maecenas feugiat consequat diam. Maecenas metus. Vivamus diam purus, cursus a, commodo non, facilisis vitae, nulla. Aenean dictum lacinia tortor. Nunc iaculis, nibh non iaculis aliquam, orci felis euismod neque, sed ornare massa mauris sed velit. Nulla pretium mi et risus. Fusce mi pede, tempor id, cursus ac, ullamcorper nec, enim. Sed tortor. Curabitur molestie. Duis velit augue, condimentum at, ultrices a, luctus ut, orci. Donec pellentesque egestas eros. Integer cursus, augue in cursus faucibus, eros pede bibendum sem, in
OK
Cancel
Done

The first bookmark refers to the "Image Info"

- **URL**: defines the URL address of the image. You may also use the "Browse Sever" in order to browse the files.
- **Alternative Text**:puts the descriptions of the image if you want it to be different than the image name.
- **Width**: specifies image width.
- **Height**: specifies image height.

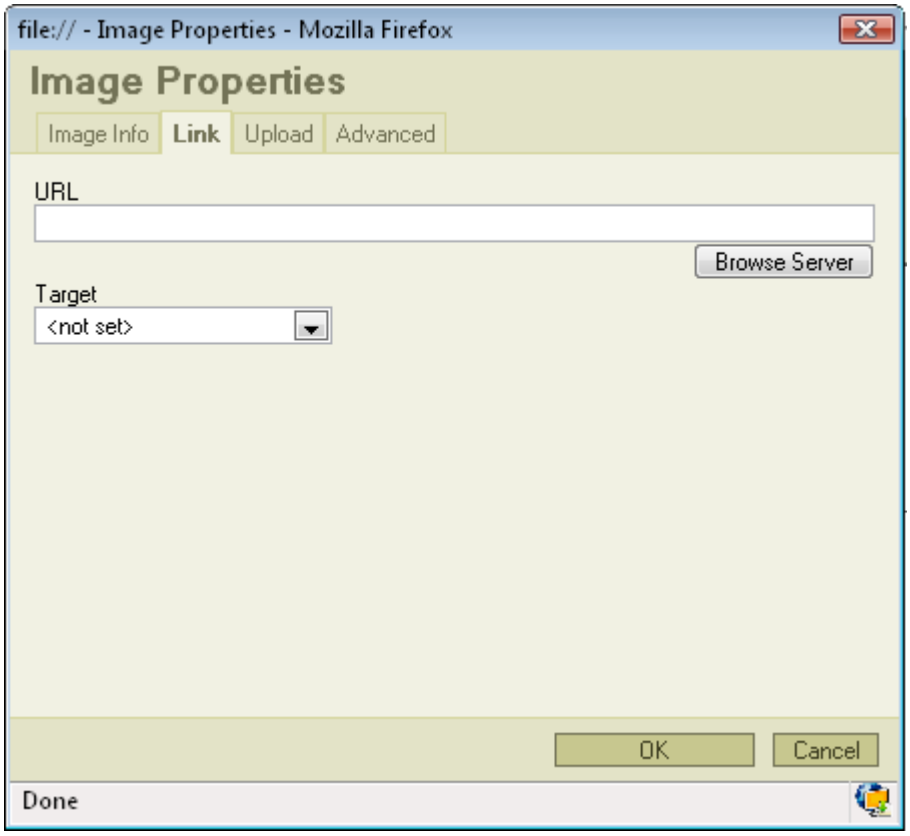
You may lock the image proportions by pressing or you can return to the original image size by pressing .

- **Border**: specifies the size of the border you want to place around the image.
- **HSpace**: defines the size of the horizontal gap.
- **VSpace**: defines the size of the vertical gap.
- **Align**: specifies the alignment of the image. You can choose from: Left, Abs Bottom, Abs Middle, Baseline, Bottom, Middle, Right, Text Top or Top.

Pressing "**OK**" inserts the image with the specified properties.

Link

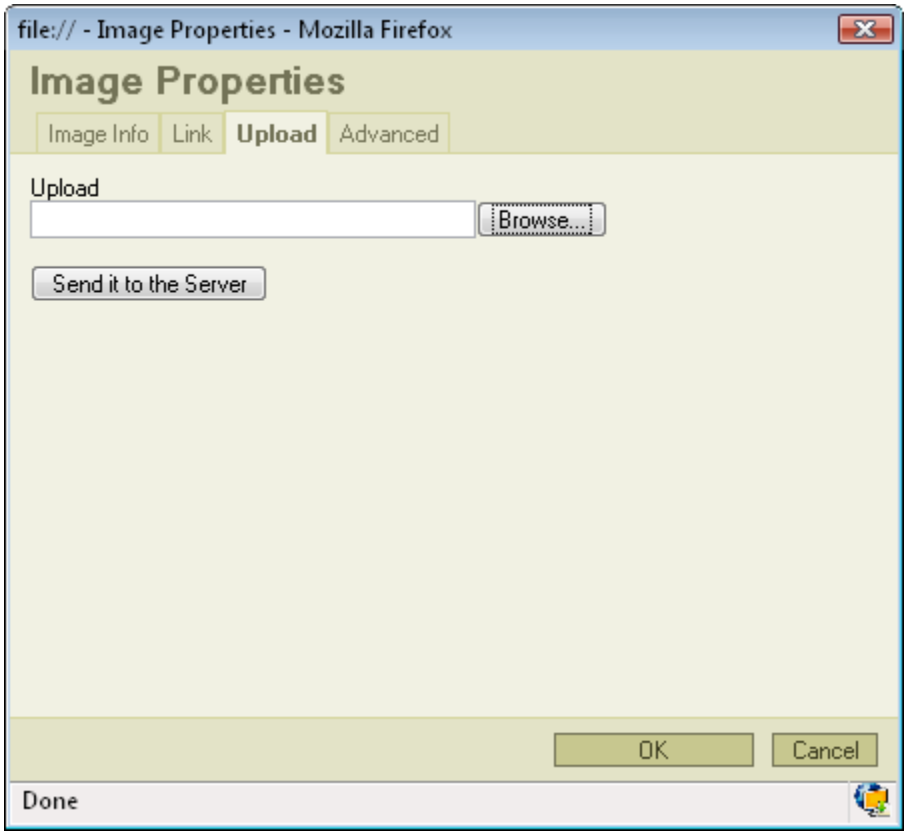
The second bookmarks regards to "Link":



- **URL**: defines the URL address of the image. You may also use the "Browse Sever" in order to browse the files.
- **Target**: defines the target of the image (for advanced users). You can choose from New Window (_blank), Topmost Window (_top), Same Window (_self) or Parent Window (_parent).

Upload

The third bookmark is the "Upload" section:

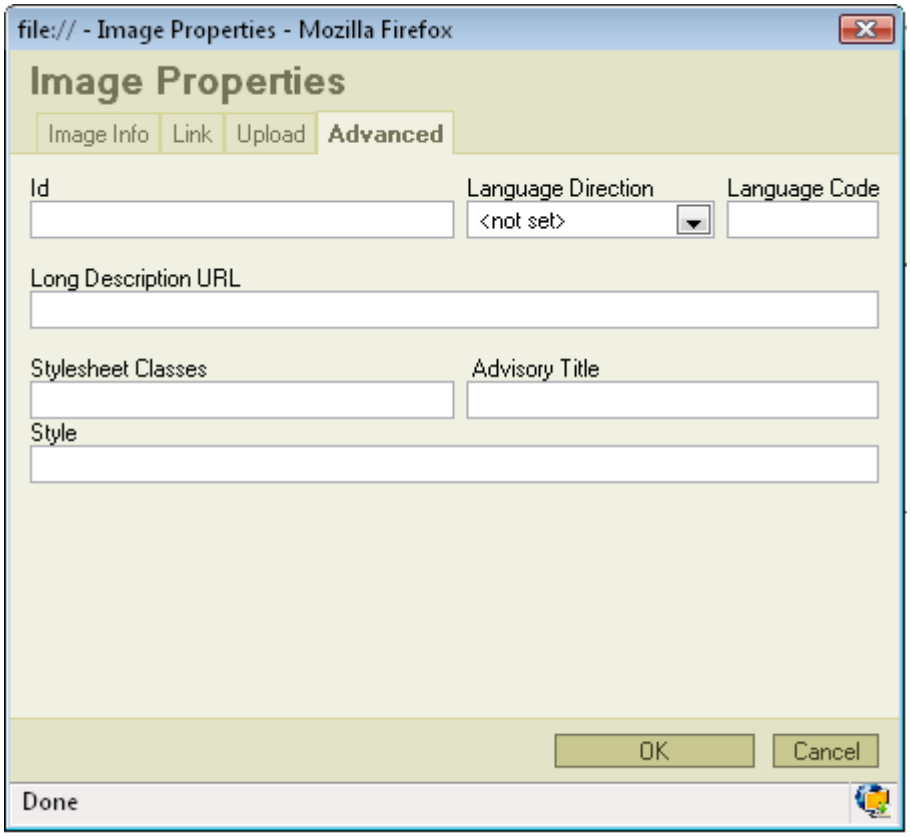


- **Upload**: specifies the location of the image file on your local hard drive. You may also use "browse" if you don't want to type the location manually.

Pressing "**Send it to the Server**" sends the image to the server.

Advanced

This bookmark is only for advanced users:



- **Id**: specifies the ID of the image.
- **Language Direction**: sets the language direction from left to right (LTR) or from right to left (RTL).
- **Language Code**: specifies the language code e.g. en, pt, pl.
- **Long Description URL**: specifies the description of the page.
- **Stylesheet Classes**: specifies the name of the CSS class.
- **Advisory Title**: specifies the description of the target object.
- **Style**: specifies the style.

Tables

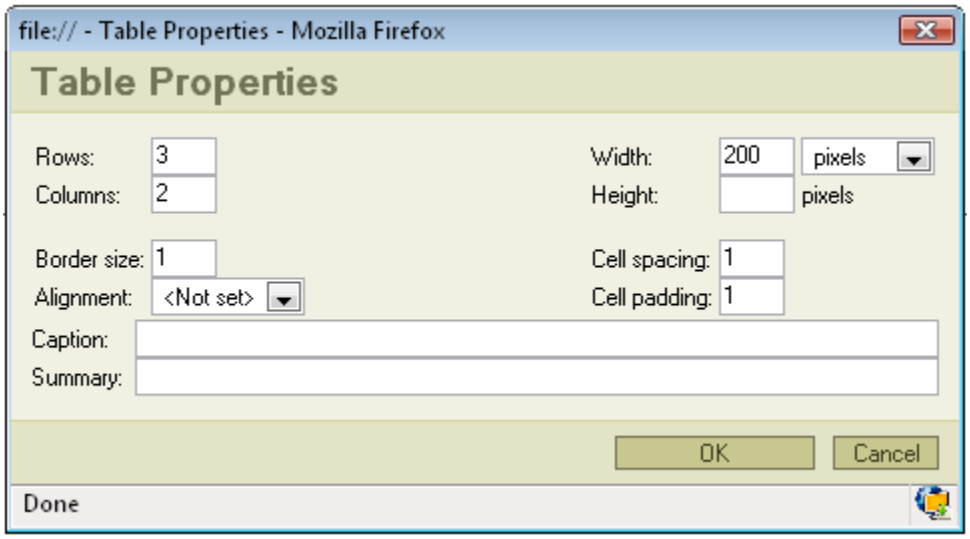
Contents

- 1 Creating a table
- 2 Working with the table
  - 2.1 Cell
  - 2.2 Row
  - 2.3 Column

Creating a table

If you want to create a table in FCKeditor you must press the "Insert/Edit Table" button on the toolbar.

After that a popup window called "Table Properties" will appear.

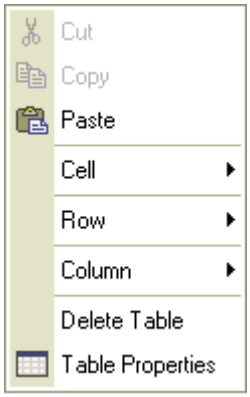


- **Rows**: in this field you specify how many rows do you want to have in your table .
- **Columns**: in this field you specify how many columns do you want your table to have.
- **Border size**: sets the thickness of the tables border.
- **Alignment**: specifies the alignment of your table. You can set it to left, center or right.
- **Width**: sets the width of you table in pixels or percentage. E.g. if you choose 40 percent the table will take 40% of the editing area width.
- **Cell spacing**: specifies how thick will the cells border be.
- **Cell padding**: sets the hight of the cell.
- **Caption**: specifies the title of your table. The title will appear in the top of the table.
- **Summary**: sets a comment on the table. The comment will not appear in the table. It is only for usage.

Not all of the options are required to build a table. You have to fill only Rows and Columns. Rest of the fields are optional and you may use them depending on your needs.

Working with the table

If you created your table you may change its properties. Point your mouse on the table press the right button and a context menu will appear.

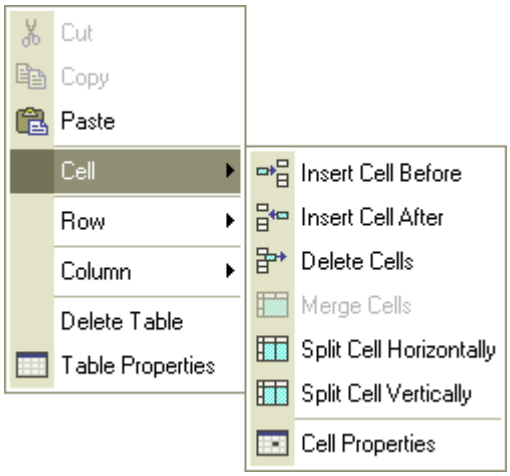


In order to change the tables properties press "**Table Properties**" and a popup window will appear. It's the same windows that you used for creating the table.

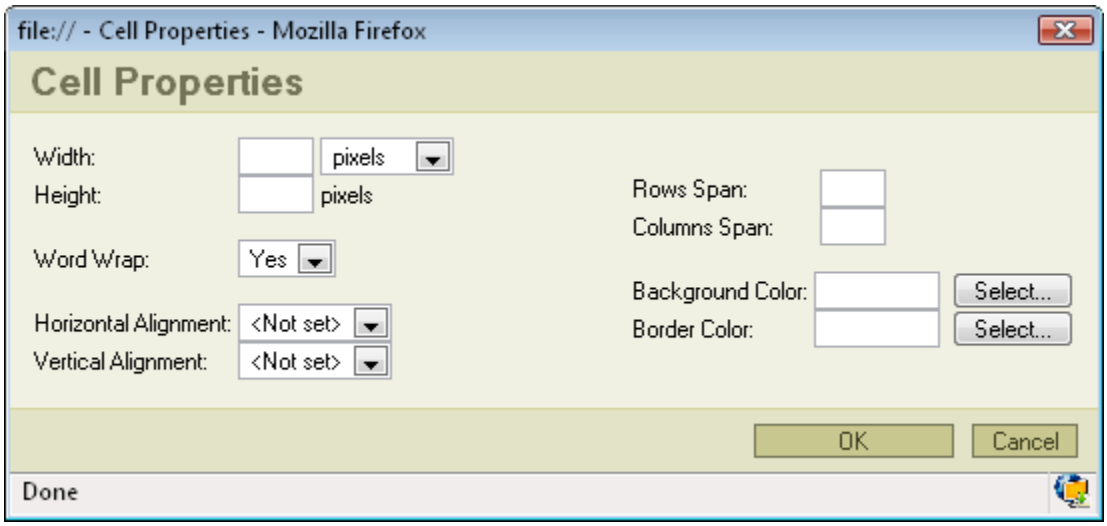
If you want to delete you table simply press "**Delete Table**".

The other three options are Cell, Row and Column. If you point your mouse cursor on one of them a new context menu will appear.

Cell

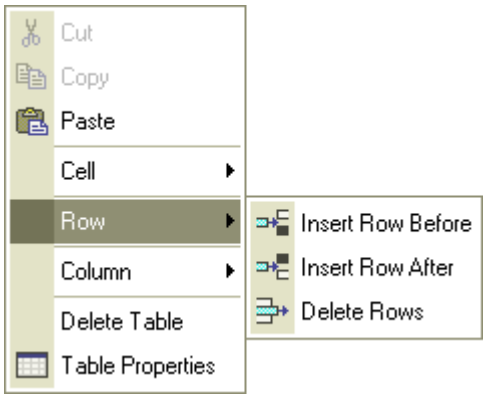


- **Insert Cell Before**: inserts a new cell before the cell your cursor is currently in.
- **Insert Cell After**: inserts a new cell after the cell your cursor is currently in.
- **Delete Cells**: deletes the cell your cursor is in. You may also highlight more cells and than delete them.
- **Merge Cells**: merges cells you have highlighted into a one cell.
- **Split Cell Horizontally**: splits a cell in two.One cell is split in two colums.
- **Split Cell Vertically**:splits a cell in two.One cells is split in two rows.
- **Cell properties**: if you click the cell properties a new popup window called "Cell Properties" will appear:



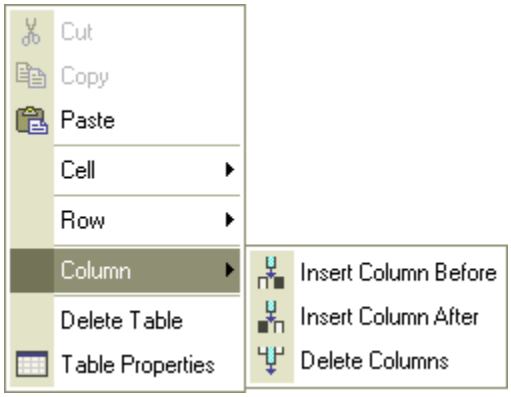
- **Width**: sets the cell width in pixels or in percentage of the table width.
- **Height**: sets the height of the cell.
- **Word Wrap**: turns on/off word wrapping.
- **Horizontal Alignment**:determines the horizontal alignment of the text in your cell. It can be set to Left, Center or Right.
- **Vertical Alignment**: determines the vertical alignment of the text in your cell. It can be set to Top, Middle, Bottom or Baseline.
- **Rows span**: extends vertical rows.
- **Columns span**:extends cells on a horizontal row (left and right).
- **Background color**: sets the background color of your cell. You can either select a color or type it manually.
- **Border Color**: sets the color of your cells border. You can either select a color or type it manually.

Row



- **Insert Row Before**: inserts a new row before the row your cursor is currently in.
- **Insert Row After**: inserts a new row after the row your cursor is currently in.
- **Delete Rows**: deletes highlighted rows or the row your cursor is currently in.

Column



- **Insert Column Before**: inserts a column before the column your cursor is currently in.
- **Insert Column After**: inserts a column after the column your cursor is currently in.
- **Delete Columns**: deletes highlighted columns or the column your cursor is currently in.

Cut, Copy and Paste

Contents

- 1 Cut
- 2 Copy
- 3 Paste

Cut

To begin cutting the text you should firstly highlight the fragment you want to cut. After highlighting there are three methods to cut.

1. by pressing the button on the toolbar.
2. by pressing the right mouse button on the highlighted area. A context menu will appear. Choose cut.
3. by pressing the combination of CTRL+X keys.

Copy

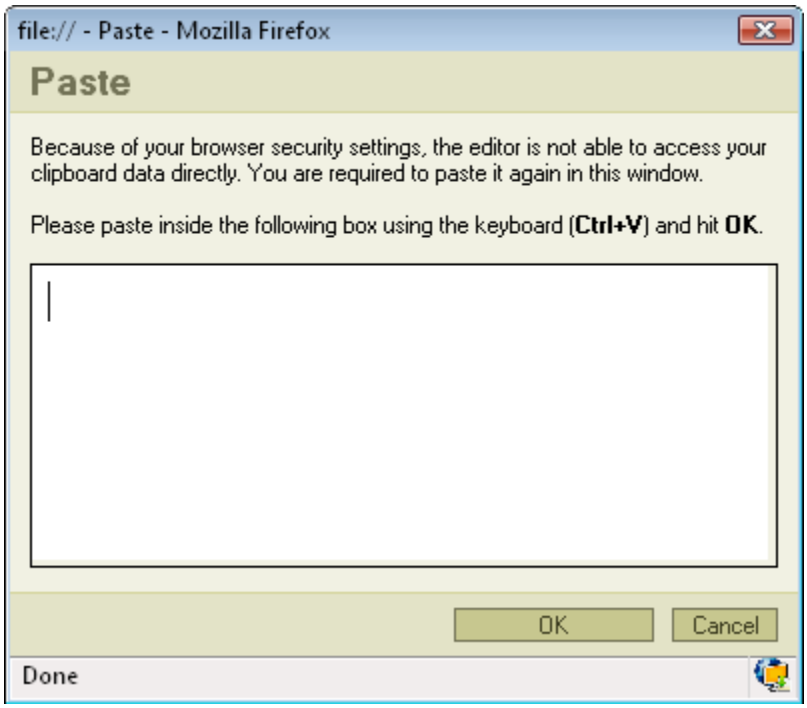
You can copy a highlighted area in three ways.

1. by pressing the button on the toolbar.
2. by pressing the right mouse button on the highlighted area. A context menu will appear. Choose copy.
3. by pressing the combination of CTRL+C keys.

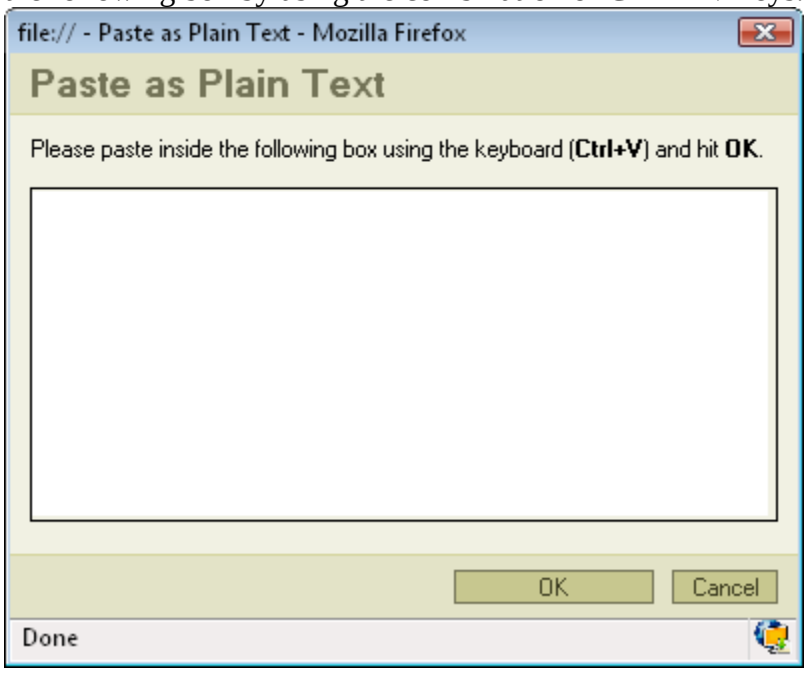
Paste

There are three options to paste into the text:

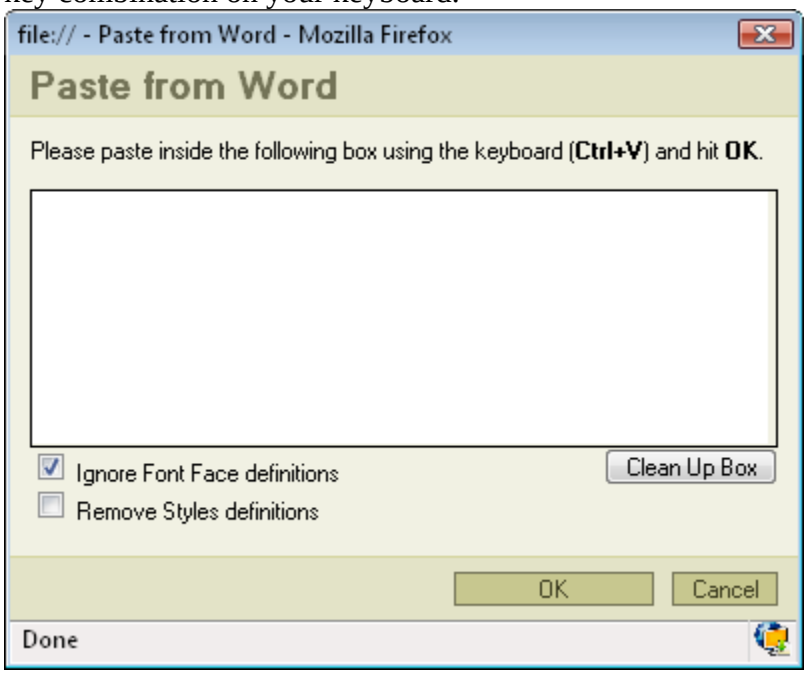
1. by pressing the combination of CTRL+V keys or pressing on the toolbar. This option will paste data from your clipboard. However there's a possibility that because of your security settings placed in your browser the editor will be enable to paste the data directly from your clipboard. If that happens a popup window will appear with instruction what to do next


file:// - Paste - Mozilla Firefox
Paste
Because of your browser security settings, the editor is not able to access your clipboard data directly. You are required to paste it again in this window.
Please paste inside the following box using the keyboard (Ctrl+V) and hit OK.
OK
Cancel
Done

2. by pressing . This option pastes a plain text which you should first paste inside the following box by using the combination of CTRL+V keys.


file:// - Paste as Plain Text - Mozilla Firefox
Paste as Plain Text
Please paste inside the following box using the keyboard (Ctrl+V) and hit OK.
OK
Cancel
Done

3. by pressing . This option pastes a text previously written in MS Word editor. By using this option you may paste the text from Word ignoring the Font Face definitions or removing Styles definitions.To paste the text just press CTRL+V key combination on your keyboard.


file:// - Paste from Word - Mozilla Firefox
Paste from Word
Please paste inside the following box using the keyboard (Ctrl+V) and hit OK.
Ignore Font Face definitions
Clean Up Box
Remove Styles definitions
OK
Cancel
Done

4. Other Tasks

- Find and Replace
- Undo and Redo
- Spell Checking

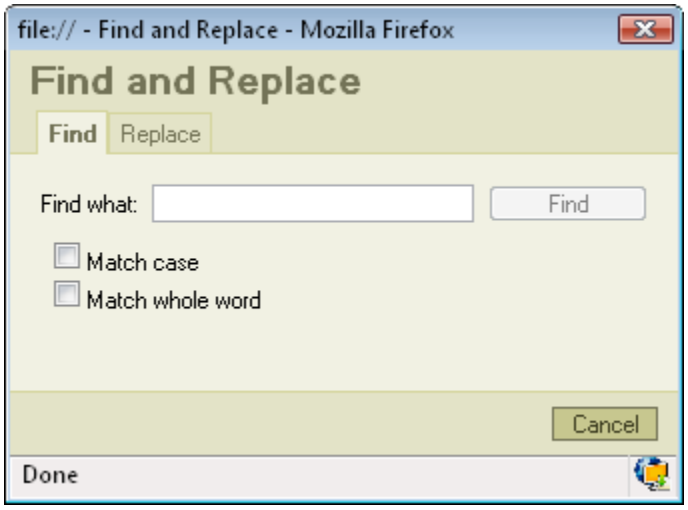
Find and Replace

Contents

- 1 Find
- 2 Replace

Find

To find a phrase/word in the text you should firstly press button on the toolbar. After that a popup window called "Find and Replace" will appear:

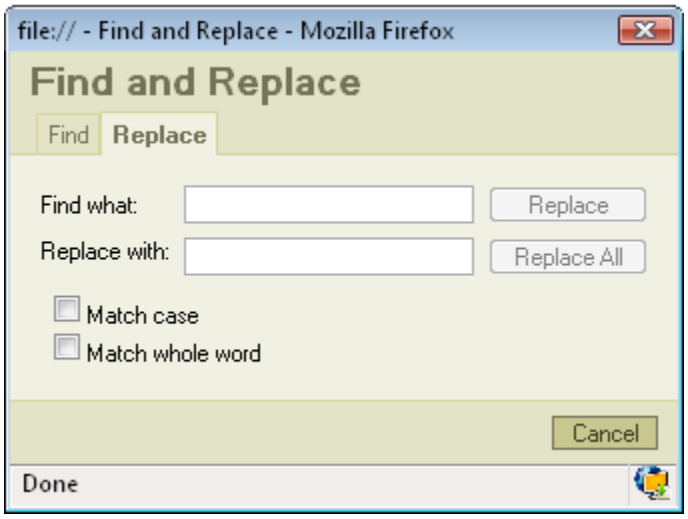


- **Find what**: in this field you place the phrase/word you want to find.
- **Match case**: if you check this option the program will find only the text with the exact cases like e.g. aLberT
- **Match whole word**: if you check this option the program will only look for a whole word. It won't look for a phrase.

After deciding what options you want to use just press "**Find**" and the program will highlight the phrase/word it found. If you press "**Find**" again the program will find the next phrase/word matching to your request.

Replace

To replace a phrase/word in your text press button on your keyboard. A popup window will appear:



- **Find what**: in this field you place the phrase/word you want to find
- **Replace with**: in this field you place the phrase/word you want to replace your text with.
- **Match case**: if you check this option the program will find only the text with the exact cases like e.g. aLberT
- **Match whole word**: if you check this option the program will only look for a whole word. It won't look for a phrase.

If you want to replace only one phrase/word press "**Replace**". The program will firstly find your text and highlight it. Than you should press the "**Replace**" button again in order to go on with the replacement.

If you want to replace all the phrases/words press "**Replace All**".

Undo and Redo

Undo

The undo function is very useful in a situation where you have made a mistake and you want to correct it fastly.e.g. you've written your whole text and you have erase it by mistake.

You can activate the undo function in two ways:

1. by pressing the button on the toolbar.
2. by pressing the combination of CTRL+Z on the keyboard.

After you activate the function it will go to the last thing you have made so for example: you've wrote a whole chapter in your text and you've highlighted it and than deleted it by mistake. You activate the "Undo" function and it goes to the moment when the chapter was highlighted but before the deleting. You may of course go many steps back, not just one step.

Redo

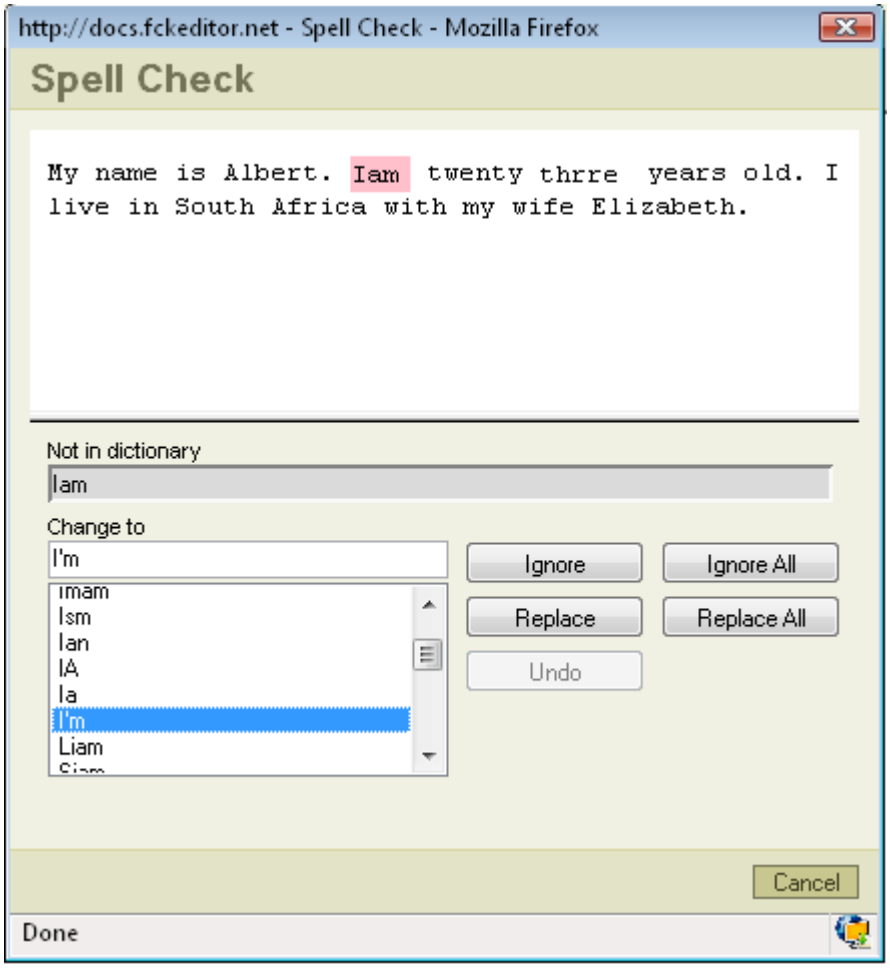
The redo function is the exact opposite of the undo function. If you used the undo function and than for any reason decided to go back to the state before the undo you must use the redo function. To activate it press on the toolbar.

Spell Checking

Spell Check

Check spelling is a function in the FCKeditor which will allow you to check if you didn't make any mistakes in spelling while writing.You must notice that this function depands on the editors settings and could be different than shown below.

To activate the function simply press on your toolbar. A popup window called "Spell Check" will appear:



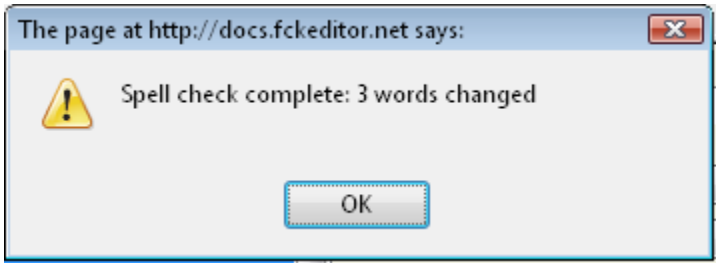
In the top of the window you will find a field with your text. The first word which is incorrect will be highlighted and will also appear in the field called "Not in dictionary".

To ignore the mistake press "**Ignore**" or "**Ignore All**" if you want to ignore the mistake in the whole text. If you want to correct the mistake:

1. choose the word you had in mind from the list below the "Change to" field. If you peak a word it will appear in the "Change to" field.

2. press "**Replace**" and the highlighted word will be corrected. If you want to correct the same mistake in the whole text press "**Replace All**"

When the check spelling will finish an information about the amount of words changed will appear:



Pressing "**OK**" will end the spell checking procedure.

In "Name" you can choose which printer would you like to use for printing. You may also define the range of printing. You can print All, print Pages from-to or a selection.You may also define the number of copies you want to print.